

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET

E-Mail: BrownCountyCountyBoard@co.brown.wi.us

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the
public that the following meetings will be held
THE WEEK OF
April 23 - 27, 2018**

MONDAY, APRIL 23, 2018

*3:30 pm	Housing Authority	Room 310, City Hall 100 N. Jefferson Street
*5:00 pm	Land Conservation Subcommittee	Public Works Dept. - Duck Creek Shop 2198 Glendale Avenue
*5:15 pm	Planning, Development & Transportation Committee	Public Works Dept. - Duck Creek Shop 2198 Glendale Avenue
*6:30 pm	Public Works Town Advisory Meeting	Public Works Dept. - Duck Creek Shop 2198 Glendale Avenue

TUESDAY, APRIL 24, 2018

(No Meetings)

WEDNESDAY, APRIL 25, 2018

*6:00 pm	Human Services Committee	Room 200, Northern Building 305 E. Walnut Street
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THURSDAY, APRIL 26, 2018

*5:30 pm	Education & Recreation Committee	Room 200, Northern Building 305 E. Walnut Street
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FRIDAY, APRIL 27, 2018

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, April 23, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 310
Green Bay, WI 54301

MEMBERS: Sup. Andy Nicholson – Chair, Corday Goddard – Vice Chair, Tom Diedrick, Ann Hartman and John Fenner

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 19, 2018, meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter dated March 23, 2018, from Greater Green Bay Habitat for Humanity.
3. Letter dated April 12, 2018, from HUD regarding award of two additional VASH Vouchers.
4. Communication from Sup/Chair Andy Nicholson to "Establish a special Advisory Committee to investigate the impact of proposed changes in Chapter 17."
5. Communication from Sup/Chair Andy Nicholson to "Refer the possibility of changing Chapter 17 to Corp Council to review legalities of a program/Facility/organization prioritizes specific clients to their own waiting list."
6. Communication from Sup/Chair Andy Nicholson to "Refer to Corp Council to define that is a separating waiting list or not if Chapter 17 is changed."

REPORTS:

7. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - I. Quarterly Langan Denials report
 - J. Quarterly Active Cases Breakdown
 - K. Quarterly End of Participation
 - L. Quarterly Customer Service Satisfaction

OLD BUSINESS:

NEW BUSINESS:

8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

9. Consideration with possible action on Request for Proposals for Public Service Funds from the BCHA.

BILLS AND FINANCIAL REPORT:

10. Consideration with possible action on acceptance of BCHA bills.
11. Consideration with possible action on acceptance of BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Date of next meeting: May 21, 2018.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.



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PHONE (920) 448-4015 FAX (920) 448-6221

LAND CONSERVATION SUBCOMMITTEE

LAND CONSERVATION SUBCOMMITTEE

Monday, April 23, 2018

5:00 PM

**Brown County Public Works Department
2198 Glendale Ave – Village of Howard**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

***NOTE TIME AND LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of March 26, 2018.

Comments from the Public

Land Conservation Department

1. Open Positions Report.
2. Bethel Park Wetland Bid Approval.
3. Directors Report.
 - a. Lake Michigan Area Land & Water Conservation Association Spring Meeting.
 - b. Brown County Community Digester Feasibility Study Final Report & Green Pastures Bio Energy Center.

Other

4. Such Other Matters as Authorized by Law.
5. Adjourn.

Norb Dantine, Jr., Chair

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PLAN, DEV. & TRANS. COMMITTEE

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, April 23, 2018
Approx. 5:15 PM (Or to follow Land Con)
Brown County Public Works Department
2198 Glendale Ave – Village of Howard**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

***NOTE TIME AND LOCATION**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of Special March 21, 2018 and March 26, 2018.

Comments from the Public

1. Review Minutes of:
 - a. Harbor Commission (February 12, 2018).
 - b. Planning Commission Board of Directors (February 7, 2018).
 - c. Solid Waste Board (February 19, 2018).

Communications

2. Communication from Supervisor Brusky re: Request the Public Works Department to look into resolution of problems resulting from tree trimming on Webster Avenue. *Motion at March meeting: Put on next month's agenda as a follow-up and a tree trimming policy to review.*
3. Communication from Supervisors Ballard and Brusky re: Allocate an additional \$100,000 to the Hoffman Road (County Road XX) resurfacing project to continue the bike lanes from the East River Bridge to Bellevue Road. In an effort to improve pedestrian and cyclist safety. *Referred from March County Board.*
4. Communication from Supervisor Kneiszel re: Request Hobart pay all or part of the expense of swapping the speed limit signs. Hwy FF to RK. *Referred from March County Board.*
5. Communication from Supervisor Sieber re: Discussion and possible action of a policy regarding the posting of speed limits. *Referred from March County Board.*

Resolutions & Ordinances

6. Resolution re: 2017 Balanced Budget Adjustment.

UW-Extension

7. Budget Adjustment Request (18-57): Any increase in expenses with an offsetting increase in revenue.
8. Budget Adjustment Request (18-58): Any increase in expenses with an offsetting increase in revenue.
9. Director's Report.

Register of Deeds

10. Register of Deeds Annual Report.

Airport

11. Unaudited Airport Financial Report for February 2018.
12. Open Positions Report.
13. 12 Hour Shift Report.
14. Annual Report.
15. Director's Report.

Public Works

16. Summary of Operations.
17. Director's Report.
18. 2017 Annual Financial Report.
19. An Ordinance to Amend Section A of Section 340.0003 of Chapter 340 of the Brown County Code of Ordinances Regarding CTH J in the Village of Hobart. *Referred from April County Board.*
20. Recommendation and Approval for Courthouse Square Concrete Repairs – Project #2207.
21. Resolution Authorizing Jurisdictional Revisions to CTH G (Main Avenue) in the City of De Pere.

Planning and Land Services: Land Information, Planning Commission, Zoning & Property Listing – No items **Port & Resource Recovery – No items.**

Other

22. Acknowledging the bills.
23. Such other matters as authorized by law.
24. Adjourn.

Bernie Erickson, Chair

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PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us



PAUL A. FONTECCHIO, P.E.
DIRECTOR \ HIGHWAY COMMISSIONER

***BROWN COUNTY PUBLIC WORKS DEPARTMENT
TOWN ADVISORY MEETING***

*Monday, April 23, 2018
PW Department Duck Creek Shop
2nd Floor Meeting Room
6:30 p.m. (Approximately)*

AGENDA ITEMS

1. Introductions & Welcome – *Paul Fontecchio, PW Director*
2. Message from PD&T Chairman – *Bernie Erickson, BC Supervisor*
3. UW Extension Update – *Judy Knudsen, Department Head/Family Living Educator*
4. Planning Department Update – *Planning Personnel*
5. ATV Laws & Enforcement – *Captain Dan Sandberg, Sheriff's Office*
6. County 6-Year Plan Overview & DNR/County MOU – *Paul Fontecchio, PWDirector*
7. Any Other Business.

~ Luncheon will be provided immediately following the meeting ~

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HUMAN SERVICES COMMITTEE

HUMAN SERVICES COMMITTEE

Wednesday, April 25, 2018

6:00 pm

**Room 200, Northern Building
305 E. Walnut St., Green Bay**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of March 28, 2018.

Comments from the Public

Report from Human Services Chair

1. **Review Minutes of:**
 - a. Aging & Disability Resource Center (February 22, 2018).
 - b. Board of Health (January 9, 2018).
 - c. Human Services Board (February 8, 2018).

Communications

2. Communication from Supervisor Hoyer re: Re-establish the Homeless Issues and Affordable Housing Sub Committee which reports to Human Services.

Wind Turbine Update

3. Receive new information – Standing Item.

Resolutions & Ordinances

4. Resolution re: 2017 Balanced Budgeted Adjustment.

Health & Human Services Department

5. Budget Adjustment Request (18-56): Any increase in expenses with an offsetting increase in revenue.
6. Resolution re: Establishing Fees for Safe-Serv Curriculum – Department of Health & Human Services – Public Health Division.

7. Executive Director's Report.
8. Formally identify members of the Mental Health Ad Hoc Committee. *Motion at March meeting: Receive and place on file.*
9. Financial Report for Community Treatment Center and Community Services.
10. Statistical Reports.
 - a. Monthly CTC Data.
 - i. Bay Haven Crisis Diversion.
 - ii. Nicolet Psychiatric Hospital.
 - iii. CTC Double Shifts.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
11. Request for New Non-Continuous and Contract Providers and New Provider Contract.

Aging & Disability Resource Center - No items.

Syble Hopp – No items.

Veterans Services – No items.

Other

12. Audit of bills.
13. Such other Matters as Authorized by Law.
14. Adjourn.

Erik Hoyer

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EDUCATION & RECREATION COMMITTEE

EDUCATION & RECREATION COMMITTEE

Thursday, April 26, 2018

5:30 p.m.

Rm 200, Northern Building

305 E. Walnut Street

Green Bay, WI

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEMS LISTED ON THE AGENDA**

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- IV. Election of Vice Chair.
- V. Set date and time for regular meetings.
- VI. Approve/Modify Minutes of Special March 21, 2018 and March 29, 2018.

Comments from the Public

1. Review Minutes of:
 - a. Neville Public Museum Governing Board (April 9, 2018).

Communications

2. Communication from Supervisor Moynihan re: I hereby request that the Brown County Education & Recreation Committee and ultimately the Brown County Board of Supervisors provide the necessary funding to provide magnetometers (4-5) for increased security implementation at the Resch Center. As evidenced in Paris, London and Las Vegas, no one is immune from evil and terrorism. We as a people, as a county, can no longer have the mindset "it can't happen here". It's our duty as public servants to ensure our citizens, our patrons, our managerial staff and our employees are as well protected as possible from any heinous intentions. I respectfully ask for your consideration. *Referred to April meeting.*
3. Communication from Supervisor Erickson re: To receive a 30 minute presentation on the location of the new expo hall. To be presented to the next County Board meeting on May 16th. *Referred from March County Board.*

Resolutions & Ordinances

4. Resolution re: 2017 Balanced Budget Adjustment.

Museum

5. Director's Report.

Golf Course

6. Superintendent's Report.

Library

7. Library Report/Director's Report.

NEW Zoo

8. Zoo Director's Report and Zoo Monthly Activity Reports.

Parks Department

9. Budget Adjustment Request (18-60): Any increase in expenses with an offsetting increase in revenue.
10. March 2018 Field Staff Reports.
11. Discussion re: Fairgrounds Master Plan.
12. Assistant Director's Report.

Other

13. Audit of bills.
14. Such other matters as authorized by law.
15. Adjourn.




John Van Dyck, Chair

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APRIL 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 	2	3 	4 Public Safety-- Canceled	5 Admin 6:00pm	6	7
8	9 Executive Cmte 5:30 pm	10	11	12	13	14
15	16	17 Spec Pub Sfty 9:15 am Board of Supervisors Organizational Mtg 9:30 am Veterans Recognition Subcmte 4:30 pm	18	19	20	21
22 	23 Land Con 5 pm PD&T 5:15 pm	24	25 Human Services 6pm	26 Ed & Rec 5:30pm	27	28
29	30					

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center of Brown County (February 22, 2018)
- Harbor Commission (February 12, 2018)
- Housing Authority (March 19, 2018)
- Neville Public Museum Governing Board (April 9, 2018)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

February 22, 2018

PRESENT: Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Mary Derginer, Amy Payne, Corrie Campbell, Tom Smith, Sam Warpinski

EXCUSED: Arlie Doxtater, Randy Johnson

ABSENT:

ALSO PRESENT: Laurie Ropson, Devon Christianson, Christel Giesen, Kristin Willems, Tina Brunner, Dr. Doreen Higgins, Denise Misovec, Jenna Brown, Allison Grass, Jennifer Hallam-Nelson, Therese-Barber-Buch

The meeting was called to order by Chairperson Epstein at 8:37 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS: New ADRC Board member, Sam Warpinski introduced himself and is excited to be involved.

ADOPTIONS OF AGENDA:

Mr. Epstein announced that agenda item #7 would be moved to #8 and # 8 would move to #7. Supervisor Campbell/Mr. Smith moved to adopt the amended agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF January 25, 2018:

Ms. Finder-Stone/Ms. Bartlett moved to approve the minutes for the January 25, 2018 Meeting. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

REVIEW AND APPROVAL OF JANUARY 2018 FINANCE REPORT:

Ms. Bowers referred to the January 2018 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for January. Ms. Bowers pointed out that the nutrition averages on the report were not accurate and she would be sure to adjust them for the next report.

Ms. Derginer/Ms. Lundberg moved to approve February 2018 Finance Report. **MOTION CARRIED.**

REVIEW AND APPROVAL OF RESTRICTED DONATIONS:

Ms. Bowers reviewed 2 restricted donations received for the Grounded Café in month of January 2018.

Mr. Smith/Ms. Lundberg moved to approve the restricted donations for December 2017. **MOTION CARRIED.**

REPORT OF THE NOMINATIONS & HUMAN RESOURCE COMMITTEE:

Mr. Epstein updated the board on the approvals from the HR & Nominations Committee meeting to include:

- Elimination of the Administrative Specialist position and the addition of the Administrative Services Coordinator position.
- Titles updates to include the Switchboard/Receptionist position from Switchboard Operator, Program Coordinator from AddLife Coordinator, Nutrition and Volunteer Program Assistant to Nutrition Program Assistant.
Organizational chart changes: supervision of the Maintenance Assistant to the Program Coordinator formerly under the Maintenance Coordinator

Ms. Maczka/Mr. Smith moved to approve position change, job descriptions and title changes, and table of organizational changes as approved by HR & Nominations committee. **MOTION CARRIED.**

FOCUS GROUP REPORT AND BOAR INTERVIEWS- DOREEN HIGGINS:

Dr. Higgins shared progress so far with the topics and plans for the Focus Groups to collect information for the next 3 Year Aging Plan. Ms. Higgins and Ms. Christianson are asking for board members to each complete 3 or 4 interviews with people in their circles

for additional input. All questions are optional. The Demographic form is also optional. It was suggested to give the Demographic form to participants with an envelope so that it could be sent in privately and anonymously. 10 minutes were spent with board members pairing up to pilot the questions and to provide feedback/suggestions. Dr. Higgins suggested that the board use their own words/language and to use the questionnaire as a tool/guide in order to have a discussion to gain input from participants. Board members could capture information electronically or in hard copy but each interview should be captured separately. Ms. Christianson asked board members to turn in information from interviews prior to or at the March Board meeting.

DIRECTORS REPORT:

A. STATE DIRECTORS MEETING: LONG PATH AND REALLOCATION:

Ms. Christianson offered to table this discussion until March's meeting in the interest of time.

B. UPDATES ON BADGER TERRACE, DENMARK & PULASKI:

Ms. Christianson shared that the first meeting with the Pulaski community is scheduled for March 7th, 2018. She also shared that the ADRC had not yet received formal notice from Badger Terrace to discontinue their meal program.

STAFF REPORT: TINA BRUNNER BENEFIT SPECIALIST COORDINATOR:

Ms. Brunner referred to the handout which includes the unit mission and several success stories from 2017. Ms. Brunner shared information regarding her staff and volunteers and what roles they are responsible for. The team tagline is "The Red Tape Cutters". They connect people to benefits for Medicare, Medicaid, Social Security, Disability, and Health Insurance. They also specialize in advocacy efforts for the customer for these programs. One initiative for 2018 is the integration of the newly formed Benefit Administrative Assistant. This position will spend time doing "behind the scenes" work with volunteers, freeing up time for the Benefit Specialist to spend with other customers. This position will also be in charge of managing all of the benefit resources to be sure that they are current and most updated for customers. Ms. Brunner also will be conducting a change project in 2018 to be sure that their process is still the most effective and customer experience remains very positive. Ms. Brunner shared that the call center model remains very effective and they continue to answer about 85% of the inbound calls. Ms. Brunner also mentioned that outreach continues to be a focus in order to make sure that the community is aware of the ADRC and services they provide. The Medicare Minute, a scripted monthly topic surrounding Medicare is presented in the community by volunteers 30 to 40 times each month, helps the outreach effort. Ms. Christianson and the Board thanked Ms. Brunner and her team for their work.

LEGISLATIVE UPDATES:

Ms. Christianson discussed the difference between the Dementia Specialist Certification Program vs. the Dementia Care Specialist position that works at the ADRC. GWAAR is no longer supporting legislation regarding the Certification Program due to the reduction of number of required training hours for CNA certification from 120 to 75.

ANNOUNCEMENTS:

Ms. Christianson shared that the ADRC is one of 31 non-profits chosen to participate in "Give Big Green Bay". This is one day for people to donate online and the Packer organization will match donations.

Ms. Derginer NWTC is hosting a traveling exhibit. "Allies for Inclusion" is looking to inspire inclusion activities and increase knowledge about how to be an ally for people with disabilities.

<https://www.slu.edu/education/outreach-programs/ability-institute/allies-for-inclusion.php>

<https://www.nwtc.edu/events/2018/february/allies-for-inclusion-the-ability-exhibit>

Mr. Epstein will not be at the March meeting. Ms. Finder-Stone will lead the meeting.

NEXT MEETING – ADRC- 300 S. Adams St. March 22, 2018 at 8:30 AM.

ADJOURN:

Ms. Finder-Stone/Supervisor Campbell moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:35 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Specialist

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING
300 S. Adams St.
Green Bay, WI 54301**

Thursday, April 26, 2018 8:30 a.m.

AGENDA

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of March 22, 2018	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> • Must be limited to items not on the agenda • State name and address for the record • Comments will be limited to five minutes • The Board's role is to listen and not discuss comments or take action on those comments at this meeting 		
8:42	6. Finance Report <ul style="list-style-type: none"> a. Review and approval of February 2018 Finance Report b. Review of Restricted Donations 	Yes Yes	Yes No
8:55	7. Directors Report <ul style="list-style-type: none"> a. Badger Terrace 60 day receipt of notice (March 22, 2018-May 22 last day) and approval of GWAAR closure submission. b. Atrium Seating-Emmons Quote c. Summer Farmers Market Temp d. Aging Plan Update e. Audit Reflections 	Yes Yes	Yes Yes Yes
9:30	8. Staff Report: Laurie Ropson	Yes	
10:00	9. Legislative Updates		
10:10	10. Announcements		
10:25	11. Next Meeting – May 24, 2018		
10:30	12. Adjourn		Yes

Larry Epstein, Chairperson
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: *"Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"*



PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY
GREEN BAY, WI 54304

PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN

DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, February 12th, 2018**

Port & Resource Recovery Department | 2561 S. Broadway, Green Bay, WI 54302

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:32 am.

2) Roll Call:

Present:

President Tom Klimek
Commissioner Hank Wallace
Commissioner Tim Feldhausen
Commission Ron Antonneau
Commissioner Mike Vizer

Excused:

Commissioner Bryan Hyska
Commissioner Peter Zaehringer
Commissioner Bernie Erickson
Commissioner Ngosong Fonkem

Also Present:

Dean Haen, Brown County P&RR
Mark Walter, Brown County P&RR
Chad Doverspike, Brown County P&RR
Jim & Sylvia Graefe, Resident
Pauline Meyer, Congressman Gallagher's Office
Mark Rahmlow, Fox Cities Chamber
Troy Gawronski, Foth
Paul Spillers, Tetra Tech
Representative Macco

3) Approval/Modification – Meeting Agenda – *Request for Approval*

A motion to amend the agenda to add Pellet Report as 6a was made by Mike Vizer and seconded by Hank Wallace. Unanimously approved.

4) Approval/Modification – Meeting Minutes of January 18th, 2018 – *Request for Approval*

A motion to approve the minutes of January 18th, 2018 was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.

5) Announcements/Communication

Ngosong Fonkem moved out of Brown County for a job. He will no longer serve on the Harbor Commission. After County Board ratification Pete Diemer will replace Commissioner Fonkem.

The Port Symposium will be held on April 4th.

6) Fox River Environmental Clean-up Project – *Public Comments/Update on Standing Item*

The Project is expected to begin on March 26, 2018. Dredging and capping will take place in 2018. Only capping is expected to take place in 2019.

Commissioner Antonneau asked for a list of every organization that has contributed to the clean-up of the Fox River.

Jim Graefe asked if there will be a final report when the Clean-Up Project is over. Mr. Gawronski confirmed that there will be.

6a) Pellet Report

Wood pellets is a commodity that is readily available in this market. There are many wood pellet manufacturers in Wisconsin and the Upper Peninsula. It is likely that wood pellets could be an export to international markets in the near future. Mr. Walter provided a list of companies that are manufacturing wood pellets.

Commissioner Vizer asked if there are any pellet trade groups that could be contacted. Mr. Walter stated yes. He also added that John Katers, Solid Waste Board Chairman, is an expert on wood pellets.

Commissioner Vizer suggested to add this agenda item to future meetings as a long-term strategic plan.

Mr. Haen stated that future steps include contacting Terminal Operators, advertise it on the website, to reach out to the pellet companies,

7) Bylsby Avenue Surface Lease Agreement – *Request for Approval*

Currently there are three leases for the Bylsby property between GLC Minerals and the Department. GLC Minerals would like to lease the whole facility of 12.6 acres for \$6,000 per month. The agreement will be for 10 years with a five year renewal. The lease presented for approval will null and void the existing leases and combine them.

A motion to approve the Bylsby Avenue Surface Lease was made by Mike Vizer and seconded by Ron Antonneau. Unanimously approved.

8) Kurtz Bros Beneficial Reuse – Request for Approval

Mr. Haen stated that Kurtz Bros has been successful at beneficially reusing dredge material in Cleveland. There is a better possibility that Wisconsin's dredge material can be beneficially reused now too

What has made beneficially reusing dredge material difficult is that there is no set definition on what is clean. States look at dredge material differently. In Wisconsin, as soon as it is picked up it is considered a waste.

9) Renard Island Update – Update

The Department applied for the Wisconsin Coastal Management Grant to pay for research regarding end-use of Renard Island. The Wisconsin Coastal Management Group requires a 60% match. The total cost of the project is \$110,000. The Department has to come up with \$66,000. Associated Bank was not able to contribute to funding; they can only contribute money to non-profit. The Department will increase contributions by \$10,000, total expenditure will be \$20,000 from the Department. WPS Foundation, McDonald Lumber and NEW Water have all agreed to contribute as well. The Department was awarded the Grant on January 30th, final approval will be given in March.

10) WisDOT Harbor Assistance Program – Request for Approval

Two potential projects have been added, one at C. Reiss Coal Company to repair the dockwall and the other project is to add material handling equipment at Fox River Terminals.

President Klimek mentioned that the Harbor Assistance Program is not on the WisDOT budget. Lisa Stern, Chief of the Railroads & Harbors, leans more towards railroads.

It was recommended to send a letter to WisDOT & Administrative Secretaries at the State regarding the need for Harbor person leading the Harbor Assistance Program.

A motion to approve the Harbor Assistance Program Statement of Intentions and to approve sending a letter to WisDOT & Administrative Secretaries at the State regarding the need for a Harbor person leading the Harbor Assistance Program was made by Ron Antonneau and seconded by Tim Feldhausen. Unanimously approved.

11) Bay Port Plan Modification – Update

Foth has been assisting the Department with the engineering aspect of the final plan for Bay Port. The plan is to get dredge material used as the surface.

12) Great Lakes Cruising – Update

Two cruising ships are expected this summer. Green Bay has become a member of the Great Lakes Cruising Coalition, which is being paid for by the Visitor's Convention Bureau.

Commissioner Antonneau voiced his concern regarding the dockwall near Leicht Park. President Klimek suggested to send a letter directly to the City explaining the urgency of repairing the dockwall fenders. The letter should also be sent to the Chamber of Commerce, Lodging Association, Restaurant Association, Downtown Green Bay, County Board, city of Green Bay Mayor, the City Council and all Brown County legislators.

A motion to send a letter to all stakeholders from President Klimek and Vice President Hyska explaining the cost/benefit of fixing the dockwall at Leicht Park was made by Hank Wallace and seconded by Ron Antonneau. Unanimously approved.

13) Director's Report - Update

Mr. Haen provided a document regarding the solution for the Harbor Maintenance Tax from all the US ports. The ports devised a plan that everyone will win. It will go to federal legislators for adoptions as part of WRDA 2018.

The Pulliam Plant will be decommissioned soon. Mr. Haen would like for the Port to be involved, by owning the parcel of land or just seeing it used for port related industrial purposes.

14) Acknowledgement of Bills – Request for Approval

A motion to approve Acknowledgement of Bills was made by Ron Antonneau and seconded by Tim Feldhausen. Unanimously approved.

15) Tonnage Report – Request for Approval

A motion to approve Tonnage Report was made by Mike Vizer and seconded by Ron Antonneau. Unanimously approved.

16) Such Other Matters as Authorized by Law – Update

No other matters.

17) Adjourn

A motion to adjourn the Harbor Commission meeting at 12:10 am was made by Mike Vizer and seconded by Ron Antonneau. Unanimously approved.

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 19, 2018, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Corday Goddard – Vice Chair, Ann Hartman and John Fenner

EXCUSED: Sup. Andy Nicholson – Chair, and Tom Diedrick

MEMBERS: Robyn Hallet, Cheryl Renier-Wigg, Jayme Valentine, Stephanie Schmutzer, and Erik Hoyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 18, 2017, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman and seconded by J. Fenner to approve the minutes from the December 18, 2017, meeting of the Brown County Housing Authority. Motion carried.

2. Approval of the minutes from the January 15, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman and seconded by J. Fenner to approve the minutes from the January 15, 2018, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

3. Letter from HUD dated January 17, 2018, regarding award of FY 2017 Family Self Sufficiency Coordinator funding.

R. Hallet explained that every year ICS applies for Family Self Sufficiency Coordinator funding. HUD awarded ICS with \$90,308 to employ or continue to employ two FSS coordinators.

4. Communication from Sup/Chair Andy Nicholson to "Establish a special Advisory Committee to investigate the impact of proposed changes in Chapter 17."

Since A. Nicholson was not present at the meeting, the committee decided to table items number four, five, and six until the next meeting.

5. Communication from Sup/Chair Andy Nicholson to "Refer the possibility of changing Chapter 17 to Corp Council to review legalities of a program/Facility/organization prioritizes specific clients to their own waiting list."
6. Communication from Sup/Chair Andy Nicholson to "Refer to Corp Council to define that is a separating waiting list or not if Chapter 17 is changed."

REPORTS:

7. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

For the Month of February, there were 94 preliminary applications.

C. Goddard inquired about why the numbers of applicants are lower than usual.

R. Hallet explained that because the amount of funding given to the BCHA by HUD for 2018 is still undetermined, applicants have not been pulled from the waiting list for six months or more. Since many applicants know that their application could be waitlisted for a long time, they have been choosing to not apply at all.

B. Unit Count

The unit count for February was 2,947.

C. Housing Assistance Payments Expenses

The February HAP expense totaled \$1,336,156.

D. Housing Quality Standard Inspection Compliance

11.3 percent of inspections were no shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

This report was not available at the meeting.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)

There were 67 active FSS clients, with 54 percent in level one, 31 percent in level two, three (3) percent in level three and twelve percent in level four. There were zero new contracts signed, zero graduates, 38 active escrow accounts and 49 homeowners.

G. VASH Reports (new VASH and active VASH)

There was one new VASH client in February for a total of 27 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were two new investigations assigned. One investigation was closed, 17 remain active, and no new applications have been processed as ICS is not currently pulling from the waiting list. For the breakdown of investigations by municipality, 76 percent were in Green Bay, and the rest were in De Pere and Oneida.

OLD BUSINESS:

None

NEW BUSINESS:

8. Consideration with possible action to approve Resolution No. 18-01 to allow the Executive Director to approve the submission of unaudited fiscal year end financials to HUD.

S. Schmutzer stated that allowing the Executive Director to approve these items will allow for submissions to be made in a timely manner. The Authority will still see the reports after audits have been done.

A motion was made by J. Fenner and seconded by A. Hartman to approve the submission of unaudited fiscal year end financials to HUD. Motion carried.

BILLS AND FINANCIAL REPORT:

9. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared the February and March bills with the committee. She stated that there were a few refunds issued to former clients that repaid more than was due on their overpayments.

R. Hallet stated that a payment was made to Habitat for Humanity to continue their projects on Western Avenue.

A motion was made by A. Hartman and seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

10. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer shared the BCHA financial report with the committee. She said that there were no abnormalities in the report.

A motion was made by A. Hartman and seconded by J. Fenner to accept and place on file the BCHA financial report. Motion carried.

11. Report on BCHA financials for fiscal year ending December 31, 2017.

S. Schmutzer stated that this report is unaudited and will be sent to HUD. Nothing out of the ordinary was in the report.

A motion was made by J. Fenner and seconded by A. Hartman to accept and place on file the BCHA financials for fiscal year ending December 31, 2017. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Report on SEMAP submission for fiscal year ending December 31, 2017.

R. Hallet stated that normally SEMAP is approved by the Authority prior to submitting it to HUD; but, since the last meeting was cancelled it was not possible. According to HUD regulations, it is permissible to submit without Authority approval.

The SEMAP charts were shared with the committee. R. Hallet explained that they show the expected rating the Authority will receive, which is 100 percent. After HUD reviews them, they will reply with the official rating.

13. Lead the Way training: PIH Lumberton Case Study.

R. Hallet explained that HUD has added another module to the training, but it appears to be related to Public Housing so wouldn't be applicable to the BCHA. She will let the Authority members know for sure after she reviews it.

As for the Lumberton Case Study, R. Hallet explained this is a real situation that was faced by a real housing authority in North Carolina. She gave an overview of some of the issues this

housing authority had and how they were corrected. The Authority members engaged in discussion about this case study and points they found interesting.

C. Goddard commented that this case study reminded him of how well the BCHA is doing.

14. Staff working on Request for Proposals for public service funds.

R. Hallet reminded commissioners that when the BCHA budget was approved, it included expending \$150,000 of the BCHA's unrestricted funds to assist with housing related needs in Brown County. Staff is working on putting together an RFP that would be released to allow local agencies to submit proposals requesting some of those funds to use toward the top housing needs that have been identified. This RFP would be presented at the next Authority meeting and any changes needed would then be incorporated before it would be published.

R. Hallet also informed the Authority that the proposals would be reviewed and selected by an evaluation panel. Any commissioners who are interested in participating in this panel should notify her.

15. Meetings for April, May and June are being moved to Room 310.

R. Hallet explained that the 6th floor of City Hall will be undergoing remodeling and Room 604 will be unavailable, so the Authority will meet in Room 310.

16. Date of next meeting: April 23, 2018.

R. Hallet reminded Authority members that the April meeting is moved back a week to accommodate BCHA staff who will be attending the WAHA conference. The meeting will be at the normal time.

C. Renier-Wigg informed Authority members that two applications for WHEDA tax credit in Brown County were submitted. The Broadway Lofts by TWG Development was not awarded the tax credits; however, the Friary project was. The Friary project is the one that the BCHA approved providing supplemental funding to. Staff will be in contact with the developers as the project progresses.

A motion was made by A. Hartman and seconded by J. Fenner to adjourn the meeting at 4:02 PM. Motion carried.

LNC: RAH

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, April 9, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Bernie Erickson, Tom Sieber, Kramer Rock, and Terri Trantow
ALSO PRESENT: Kasha Huntowski, Kevin Cullen and Beth Lemke

CALL MEETING TO ORDER

1. Vice Chairman Erickson called the meeting to order at 4:36PM.
2. **APPROVE/MODIFY AGENDA**
Motion made by Tom Sieber and seconded by Kramer Rock to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke provided the Board handouts of Neville Public Museum Attendance 5 –Year span and Attendance and Revenue report for the first week of April. She stated she felt very positive that based on the numbers the marketing and promotion of the Museum was working and attendance revenue was on track. She also shared that room rental and photo sales revenue are a bit lagging and still need work to achieve year-end goals.

Museum Director Lemke shared that summer outreach is just around the corner and the Neville Team in addition for a few *Our Brown County* related events will be present at:

Green Bay Bullfrogs Business Showcase on June 1st, July 6th, and July 22nd
On Broadway Farmers Market June 20th, July 11th, September 12th and September 26th
Breakfast on the Farm June 17th
Brown County Fair August 16th
ArtStreet August 24th-26th
The Downtown Green Bay Farmers Market TBF
Downtown Green Bay Summer in the Park TBF
Brown County Movie in the Park TBF

Museum Director Lemke updated the Board on the status of Contract 2199 for the Core Gallery renovation. The Vendor and Brown County Risk Management were finalizing the details on the wording of a few sections of the contract. The plan for the first on-site meeting is Monday, April 16, 2018 with the intent to discuss the action plan and details needed for museum staff to finish the interpretive plan this summer.

To wrap up the meeting she informed the Board about a few building facilities related projects and repairs.

Deputy Director Cull provided a quick tour of the installation of Cory Trépanier's *Into the Arctic* opening on April 14, 2018.

Discussion ensued, no action taken

4. Such other matters as authorized by law:
Supervisor Sieber congratulated Deputy Director Cullen on a great *Our Brown County* presentation focused on the Port of Green Bay at the Ports of Wisconsin Symposium.

**Next meeting of the Neville Public Museum Governing Board will be Monday, May 14, 2018
at 4:30pm**

2018 meeting dates are as follows:

June 11, 2018

July 9, 2018

August 13, 2018

September 10, 2018

October 8, 2018

November 12, 2018

December 10, 2018

5. Adjournment. Vice Chairman Erickson called the meeting to an end at 4:51PM.
Motion made by Kramer Rock and seconded by Tom Sieber to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.